

## eVoucher Tips and Tricks

<p>Accessing eVoucher</p>	<p>There is a link to eVoucher on the CJA page of the courts website: <a href="http://www.azd.uscourts.gov/attorneys/cja/evoucher-login">http://www.azd.uscourts.gov/attorneys/cja/evoucher-login</a></p> 
<p>Attorney Info / Billing Info</p>	<p>The panel attorney is responsible for maintaining their attorney information in eVoucher, including address, email addresses, and phone numbers. The panel attorney is responsible for entering and maintaining their billing information in eVoucher, including any change in association with a firm, address, email addresses, and phone numbers.</p>
<p>Audit Assist Button</p>	<p>The Audit Assist button on the bottom of vouchers allows attorney to click that button any time prior to submission to determine if there are issues with the voucher that would not allow future submission (i.e. service and/or expenses are out of the voucher start and end dates; or not enough funds available).</p>
<p>Browser Info</p>	<p>Approved browsers for eVoucher are: Internet Explorer 8 or newer. Safari 5.1 or newer. Chrome, Firefox and other browsers may not be used with eVoucher.</p> <p>See document entitled eVoucher – Browser Info and/or document entitled eVoucher Accessing Internet Explorer 11 Using Windows 10 located on the CJA page of the courts web-site: <a href="http://www.azd.uscourts.gov/attorneys/cja/evoucher-manuals-instructions-and-forms">http://www.azd.uscourts.gov/attorneys/cja/evoucher-manuals-instructions-and-forms</a></p>
<p>Case Budgeting and Submission of CJA 26 (Request to Exceed Statutory Maximum)</p>	<p>Case budgeting is a component of eVoucher that is utilized in the District of Arizona. Users will not be permitted to submit a voucher if the voucher exceeds the statutory maximum or amount budgeted, if the case is budgeted. Requests to exceed the statutory maximum are to be submitted <b>IN ADVANCE</b> of expending those funds. It is incumbent upon the attorney to regularly monitor the funds available and timely file the required CJA-26, if necessary. If time and expenses are entered contemporaneously as is required by the Court, this should not be an issue. Judges have directed that the Confidential Ex Parte Attachment to CJA 26 be submitted by attorneys. Please attach completed form on the Documents tab. You can find this form under Voucher Preparation Information &amp; Forms at: <a href="http://www.azd.uscourts.gov/sites/default/files/cja/Confidential%20Ex%20Parte%20Attachment%20to%20CJA%2026.docx">http://www.azd.uscourts.gov/sites/default/files/cja/Confidential%20Ex%20Parte%20Attachment%20to%20CJA%2026.docx</a></p> <p>You need not fill in the Justification tab since the questions on the attachment are substantially the same.</p>
<p>Case missing from Appointment List</p>	<p>CJA staff enters case information into the system after the appointment takes place in court or in a written order. If a case is missing, please send an email to <a href="mailto:cja_evoucher@azd.uscourts.gov">cja_evoucher@azd.uscourts.gov</a> with the case information.</p>

Changing password

From the Home Page - 'My Profile' - Login Info – Edit - Reset

Passwords must meet the following criteria:

- Eight characters in length
- One lower-case character
- One upper-case character
- One number
- One special character

Passwords must be changed at least every 180 days and should not be repeated

Claims for services

Beginning with the appointment and/or the first appearance in court, attorneys should begin to enter claims for all work done in the case. During the case, claims should be entered contemporaneously (i.e. daily or close to daily). At case conclusion, completion of the voucher will then take just a few moments.

Claims for expenses

Receipts and invoices, when necessary for a claim, should be saved in .pdf format and attached to the **Documents** tab of the electronic voucher when it is submitted to the court. User can attach these documents as the claims arise so that at case conclusion, completion of the voucher will take just a few moments.

Closed Cases

Closed cases and/or closed vouchers are still available to the attorney by going to Operations on the top blue menu and selecting My Appointments.



Contemporaneous records

It is the expectation of the judges that time will be entered daily or close to daily. To assist with monitoring your case and budgeting, you should regularly review the Quick Review Panel on your vouchers as you enter your time. The Quick Review Panel is on the left side of the vouchers and is automatically updated when you enter data. When you click the arrow, a snapshot opens.




In Court Services		
Service	Hours	Amt.
Arraignment and/or Plea	0.7	\$92.40
Bail and Detention	0	\$0.00
Hearing	0	\$0.00
Motion Hearings	0	\$0.00
Trial	0	\$0.00
Sentencing Hearing	0	\$0.00
Revocation Hearings	0	\$0.00
Appeals Court	0	\$0.00
Other	0	\$0.00
<b>Totals</b>	<b>0.7</b>	<b>\$92.40</b>

  

Out of Court Services		
Service	Hours	Amt.
Interviews and Conferences	4.1	\$541.20
Obtaining and Reviewing Records	2.2	\$290.40
Legal Research and Brief Writing	1.1	\$145.20
Travel Time	8.7	\$1148.40
Investigative and Other Work	0	\$0.00
<b>Totals</b>	<b>16.1</b>	<b>\$2125.20</b>

<p>Defendant Detail Budget Report</p>	<p>Attorneys should access the Defendant Detail Budget Report on the left side of their CJA20 voucher especially where there are multiple attorneys on a case to determine what funding is available or remaining and or what the current excess fee limit.</p>
<p>Deleting unneeded vouchers</p>	<p>If you need to delete a duplicate or unneeded voucher from My Active Documents, click on Edit for the appropriate voucher, scroll to the bottom and click “Delete Draft” button on the bottom right.</p>
<p>E-mail notifications</p>	<p>The following actions in eVoucher will generate an e-mail to the panel attorney:</p> <ul style="list-style-type: none"> <li>- <b>Appointment</b> - E-mail will confirm assignment of a case.</li> <li>- <b>Voucher Rejection</b> - E-mail will alert the attorney that a submitted voucher has been rejected by the court for further action by the attorney.</li> <li>- <b>Voucher Approval</b> - E-mail will advise the attorney that the voucher has been approved by the court. Payment will be mailed from the U.S. Treasury.</li> <li>- <b>AUTH Approval</b> – Once an AUTH is approved, an e-mail will notify counsel that they can now create and submit a CJA21 on behalf of a service provider.</li> <li>- <b>CJA24 Approval</b> – Once a court reporter has submitted an ordered transcript to you, you must approve their voucher for the court reporter to be paid.</li> <li>- <b>CJA26 Approval</b> – Once approved by the District Judge and the Circuit Judge, an e-mail will be sent by the system. If an amount other than that requested is approved, a separate email will also be sent notifying counsel of the approved amount.</li> </ul>
<p>Error regarding dates</p>	<div data-bbox="472 1119 1115 1171" style="background-color: #f8d7da; padding: 5px; border: 1px solid #f5c6cb;">  The date of this voucher is before the Appointment Date. </div> <div data-bbox="472 1192 1235 1255" style="background-color: #fff3f3; padding: 5px; border: 1px solid #ffe5e5;">  Service and/or Expenses are out of the Voucher Start and End Dates. </div> <p>If a user receives either of the above errors, go to the <b>Claim Status</b> tab of the voucher. The start date appearing on this page is the date of the notification of appointment by the FPD. This is the earliest date for which claims can be submitted. The end date is the final date on which services or expenses were incurred, NOT the date of submission. To resolve the errors above, verify that claims on the <b>Services</b> and <b>Expenses</b> tabs do not fall outside of the date range on the <b>Claim Status</b> tab. If the user is not able to resolve the error, contact the CJA Unit.</p> <div data-bbox="548 1640 1393 1745" style="background-color: #d1ecf1; padding: 10px; border: 1px solid #bee5eb;"> <p><b>Claim Status</b></p> <p>Start Date <input type="text" value="1/1/2013"/> *  End Date <input type="text" value="7/1/2015"/> * </p> </div>

Excess Fee Limit and Statutory Maximum

To determine the excess fee limit (statutory maximum) on a case, Click on the case number from the appointment list, Click View Representation.

Representation Info	
1. CIR./DIST./DIV.CODE 0970	2. PERSON REPRESENTED Mickey Mouse
3. MAG. DKT./DEF.NUMBER	4. DIST. DKT./DEF.NUMBER 2:17-CR-01000-1-FJM
7. IN CASE/MATTER OF(Case Name) US v. Mickey Mouse	8. PAYMENT CATEGORY Felony (including pre-trial di of alleged felony)
11. OFFENSE(S) CHARGED 10.2408 M DEFENSE CONTRACT RELATED FELONIES, CO	
EXCESS FEE LIMIT \$10,300.00	PRESIDING JUDGE Frederick J Martone

You can also view the current attorney case compensation maximums in the Guide to Judiciary Policy §230.23.20 via the link on the Court’s website:

<http://www.azd.uscourts.gov/attorneys/cja>

My Active Documents

Any document in the “My Active Documents” section of the attorney’s home page is before the attorney and is NOT submitted to the court. Please review these documents periodically to ensure that all documents are in the status you think they should be.

For CJA21s, the attorney creates the CJA21 voucher on behalf of the expert and enters a summary of the service provider invoice. The status during this time is “Voucher Entry”.

Case	Defendant	Type	Status	Date Ent
<a href="#">2:17-CR-01...</a> Start: End:	Mickey Mouse (... Claimed Amount...	CJA-21 John Doe Invest... Investigator	 Voucher Entry <a href="#">Edit</a>	11/03/...

Once the voucher is submitted, it is then submitted to the attorney for approval of the services and the status will indicate “Submitted to Attorney.” The attorney will need to open and approve the voucher, if appropriate.

Case	Defendant	Type	Status	Date Ent
<a href="#">2:15-CR-0...</a> Start: 04/01/... End: 04/05/2...	Sully Sullivan (# 1) Claimed Amount: 2...	CJA-21 Kerry Investiga... Investigator	 Submitted to Attorney <a href="#">0970.0002535</a> INTERIM PAYMENT 1	03/10/...

My Active Documents – Gold Entries

An entry in “My Active Documents” appearing highlighted in gold means the voucher has been rejected by the court. Counsel will receive an e-mail via eVoucher with an explanation. The reason for the rejection can also be found in the Attorney Notes section at the bottom of the Confirmation page.

My Active Documents				
To group by a particular Header, drag the column to this area. Search:				
Case	Defendant	Type	Status	
<a href="#">5:14-CR-0004...</a> Start: 06/13/2014 End: 06/13/2014	John Robinson (... Claimed Amount...	CJA-20 Test Attorney	 Voucher Entry <a href="#">0206.0000012</a> SUPPLEMENTAL PAYMENT	

Periodic saving	The eVoucher program only recognizes 'action' items as system activity - such as clicking <b>Save</b> - and may periodically time out for security purposes. It is good practice to save entries made on each screen, before advancing to the next screen, to prevent loss of data. If you have a high volume of claims to enter and plan to enter them in one session, you should periodically save your entries so that if you get timed out or if you navigate away from the eVoucher window, you will not lose your data.
Rejection of Vouchers	<p>CJA staff are no longer able to correct entries on behalf of the attorney. Vouchers will be rejected to the attorney for correction. Some common issues that will cause rejection include: incorrect Start/End dates on the <b>Claim Status</b> tab; not checking interim payment or listing incorrect interim number; selecting the wrong service type (i.e. drafting a motion and listing it under "In Court " time; VTCs being listed under "In Court" time when it should be listed under "Out of Court" as conference time).</p> <p>If the rejected voucher is a CJA21, you will need to open the voucher and reject it back to the "Voucher Entry" step so that any corrections can be made. You will then submit the voucher twice, once on behalf of the service provider, then approving as the attorney.</p>
Request for Service Providers	Attorneys must still submit a motion on CM/ECF to request expert services. Once an order is received from the court, the attorney should then immediately submit an AUTH on eVoucher requesting the expert's entry in eVoucher. <u>AUTHs should be added to eVoucher upon receipt of the order.</u> AUTHs over \$2,500 must be approved by the Circuit Judge and this happens through eVoucher.
Time Out	The eVoucher program times out of an inactive session after approximately 240 minutes. Users should log out of eVoucher if they are going to be away from their computer for any period of time.
Travel Voucher	The District of Arizona is not using the Travel Voucher option in eVoucher. Requests for Overnight or Out-of-District Travel Approval must be submitted via a motion filed in CM/ECF.
CJA Unit	<p>Phoenix (602) 322-7150</p> <p>Tucson (520) 205-4234</p>